



**Employee
Handbook**

**3715 S Emporia Way K203
Aurora, CO 80014
Phone 203 974-7872**

**Effective date
August 10, 2016**

Copyright © 2016 by Craig Holman

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law. For permission requests, write to the publisher, addressed "Attention: Permissions Coordinator," at the address below.

Zivasoft llc
3715 S Emporia Way K203
Aurora, CO 80014

EMPLOYEE HANDBOOK

TABLE OF CONTENTS

Introduction

Mission Statement

Governing Principles of Employment **1**

Purpose of this Handbook	1-1
Equal Employment Opportunity	1-2
Non-Harassment	1-3
Sexual Harassment	1-4
Drug and Alcohol - Free Workplace	1-5
Workplace Violence	1-6
Customer Interaction Philosophy	1-7
Employee Relations Philosophy	1-8
At Will Employment	1-9
How to Solve A Problem	1-5

Company Contacts

Operational Policies **2**

Employee Classification	2-1
Introductory Period	2-2
Your Employment Records	2-3
Working Hours and Schedule	2-4
Time Keeping Procedures	2-5

Overtime	2-6
Travel for Non-Exempt Employees	2-7
Safe Harbor Policy for Exempt Employees	2-8
Your Pay Check	2-9
Direct Deposit	2-10
Salary Advances	2-11
Record Retention	2-12

Employment Benefits 3

Benefits Overview/Disclaimer	3-1
Holidays	3-2
Paid Time Off	3-3
Insurance Programs	3-4
Long Term Disability	3-5
Retirement Plan	3-6
Additional Benefits	3-7
Workers Compensation	3-8
Jury Duty Leave	3-9
Bereavement Leave	3-10

Leave of Absence 4

Personal Leave	4-1
Military Leave	4-2
Family and Medical Leave	4-3

General Standards of Conduct 5

Workplace Conduct	5-1
-------------------	-----

Punctuality and Attendance	5-2
Music and PLD's	5-3
Use of Communication and Computer Systems	5-4
Inspections	5-5
Smoking	5-6
Personal Visits and Phone Calls	5-7
Solicitation and Distribution	5-8
Bulletin Boards	5-9
Confidential Company Information	5-10
Conflict of Interest and Business Ethics	5-11
Use of Facilities, Equipment and Property, Including Intellectual Property	5-12
Health and Safety	5-13
Hiring Relatives / Employee Relationships	5-14
Employee Dress and Personal Appearance	5-15
Operation of Vehicles / Cellular Phones	5-16
Change Orders	5-17
Company Expenses and Reporting	5-18
Company Keys and Property	5-19
Clients Property	5-20
Damage to Property	5-21
Energy Conservation	5-22
Food and Beverages	5-23
Gambling	5-24
Hazardous and Toxic Materials	5-25
Housekeeping	5-26
Project and Work location Procedures	5-27
Loans and Pay Advances	5-28
Moonlighting	5-29
Off-Duty Social and Recreational Activities	5-30
Off-Duty Use of Company Facilities / Property	5-31

Parking	5-32
Tools	5-33
Training	5-34
Unauthorized Interviews	5-35
Business Expenses Reimbursement	5-36
Language	5-37
References	5-38
If You Must Leave	5-39
Exit Interview	5-40

In Summary

Introduction

Welcome! Fabrum Builders llc is first and foremost a place to work and earn a living, but we also strive for it to be a pleasurable and most importantly a **safe** work environment.

We are proud of our reputation. Our success has been made possible because of our employees keeping our clients happy, safe and satisfied. Please do your part to help Fabrum Builders llc continue to earn our clients confidence and trust we now enjoy.

Our clients form their impressions of our business with every contact you make whether in person or by telephone. **You are this Company!** We are pleased that you are joining our team and hope that your contributions will assist us in our remaining a leader in this community and our industry.

For those of you that have been with us, thank you for your past and continued service.

Again, welcome to Fabrum Builders llc!

Sincerely,

Craig Holman
Principal

Mission Statement

Exceed our clients expectations at every opportunity.

To be proud each and every day of what we have built.

**Everyone makes it through the day and returns safely
to their families.**

Governing Principles of Employment

1-1. Purpose Of This Handbook

This Handbook is to help you get to know Fabrum Builders llc (the Company) and its policies

The content of this Handbook is only a summary of employee benefits, personnel policies and procedures, and employment regulations in effect at the time of publication. As an employee of the Company you must abide by the policies stated in this Handbook, and any revision or addition. This Handbook should not be construed as creating an “employment contract.” Fabrum Builders llc has the right to add, change or delete wages, benefits, policies and all other working conditions, as it deems appropriate, at any time, without notice, consent or agreement.

This Handbook shall supersede any and all prior Handbooks, agreements or statements; oral or written issued by the Company.

1-2. Equal Employment Opportunity

Fabrum Builders llc is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation or preference, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let any manager know.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If you wish to request such an accommodation, please speak to any manager.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of any manager. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge.

1-3. Non-Harassment

It is Fabrum Builders llc's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color,

national origin, disability, religion, marital status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact any member of management. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

1-4. Sexual Harassment

It is Fabrum Builders llc's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact any member of management. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

1-5. Drug and Alcohol - Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Company property, and to ensure efficient operations, the Company has adopted a policy of maintaining a **workplace** free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Company.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises) or while representing the Company, is strictly prohibited. Employees and other individuals who work for the Company also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Company employee, including themselves.

1-6. Workplace Violence

Fabrum Builders llc is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally

Prohibited Conduct - Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

Procedures for Reporting a Threat - All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

1-7. Client Interaction Philosophy

Client satisfaction and referrals are vital to the success of our Company. Let's face it - without them, we would not be here. Please be courteous and helpful - i.e. take the time to say "hello", ask how their day is going, "is everything going as you had hoped", "what can we do to makes things better". Offer to help them with bags or groceries. If there is a problem set their mind at ease and then either fix it or let your supervisor know.

Be intelligent and respectful when speaking. Speak with them, not at or down. Remember they are why we all have jobs.

1-8. Employee Relations Philosophy

Fabrum Builders llc's Employee Relations Philosophy is based on the belief that the Company and its Employees constitute a "**partnership.**"

We believe that our success is due to the positive relationship between the Company and our employees. We do our best to offer safe and pleasant working conditions, competitive wages and benefits. Please tell us if you have a problem.

1-9. At Will Employment

Your employment with Fabrum Builders llc is "at-will", which means that your employment may be terminated at any time, for any reason or for no reason at all by you or the Company. Fabrum Builders llc also has the sole discretion to change your compensation, the benefits offered to you, the terms and

conditions of your employment, and any and all provisions of this Handbook, except for your employment "at-will" status.

1-10. How to Solve A Problem

If there is something about your job or work environment that is bothering you we encourage you to try to solve the problem first. If you are unable to correct the problem please discuss it with your Supervisor. You are encouraged to discuss anything you wish with your Supervisor. If your Supervisor cannot solve the problem, or if you are not satisfied with the solution provided please contact the Operations Manager, or Principal.

If the problem is a safety issue, PLEASE contact the Operations Manager or Principal immediately.

Company Contacts

Craig Holman
Principal
Operations Manager

3725 S Emporia Way K203
Aurora, CO 80014
303 974-7872 office
203 895-7093 mobile

Operational Policies

2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 37.5 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 37.5 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for Company benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Exempt employees do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. You will be informed of your classifications upon hire and informed of any subsequent changes to your classifications.

2-2. Introductory Period

For every new employee, the first thirty (30) days of full-time employment is an introductory period. During this period, you may not be eligible for some Company benefits.

2-3. Your Employment Records

In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file.

Please keep your personnel file up to date by informing Operations Manager of any changes. Also, please inform Operations Manager of any specialized training or skills you may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.

2-4. Working Hours and Schedule

Fabrum Builders llc normally is open for business from 6:30 am to 5:00 pm, Monday through Friday. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. Our usual work schedule will be 7:00 am to 4:00 pm, Monday through Thursday with a mandatory ½ hour for lunch at 12:00 pm and 7:00 am to 1:00 PM Friday. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or

long-term basis. Employees will be provided meal and rest periods as required by law. Your Supervisor will provide further details.

2-5. Timekeeping Procedures

Employees must “clock in” using their Buddy Punch app at their actual times worked for payroll and benefit purposes. Non-exempt employees must “clock in” using their Buddy Punch app at the time when work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time. It is your responsibility for the accuracy of all time recorded. Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

Buddy Punch - you will be required to download the app to your smart phone. Every Project or Work location and office has a GEO location associated within the app. You are expected to use the app as follows:

1. used at the beginning of and end of each working shift (start of day, end of work day)
2. used at the beginning and end of each break (stopping for lunch, starting after lunch)
3. used for traveling between office or shop and Project or Work locations . This must be used before travel begins at site. Again when you arrive at the new location.

GPS Tracking - begins tracking when you clock in. Location information is recorded when you clock in, changes job codes, adds notes, or clock out. GPS location points are also recorded at regular 5–10 minute intervals while you are on the clock. When you clock out for lunch, a break, or at the end of the day, both time tracking and GPS turn off.

2-6. Overtime

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your Supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the work week begins on Monday and ends on Sunday.

2-7. Travel for Non-Exempt Employees

Non-exempt employees may be required to travel for business needs. Below are general guidelines as to whether such time is compensable. These guidelines are subject to applicable state law.

Overnight Out-of-Town Trips - All time spent traveling is compensable, except for meal periods, if the travel occurs during normal working hours on days the employee is scheduled to work and days the employee is not scheduled to work. All working time, of course, is compensable.

Out-of-Town Trips For One Day - All time is compensable except for: (i) any time spent traveling between home and the local railroad, bus or plane terminal; and (ii) any time spent eating while on the move.

Travel from shop or Project to Project or Work location - All time spent traveling is compensable. A reasonable amount of time is expected for traveling. It is prohibited to waste Company time on personal errands and subjects the employee to discipline, up to and including discharge.

However, it is vital to note that travel from home to work and travel from work to home generally is non-compensable.

2-8. Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors. If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform. Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

Full-day absences for personal reasons.

Full-day absences for sickness or disability.

Full-day disciplinary suspensions for infractions of our written policies and procedures.

Family and Medical Leave absences (either full- or partial-day absences).

To offset amounts received as payment for jury and witness fees or military pay.

The first or last week of employment in the event you work less than a full week.

Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

Partial day absences for personal reasons, sickness or disability.

Your absence on a day because your employer has decided to close a facility on a scheduled work day.

Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work. Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to your accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact Operations Manager or any other supervisor in the Company with whom you feel comfortable.

2-9. Your Pay Check

You will be paid weekly for all the time you have worked during the past pay period.

Your payroll stub itemizes deductions made from your gross earnings. By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.

If you believe there is an error in your pay, bring the matter to the attention of Operations Manager immediately so the Company can resolve the matter quickly and amicably.

Your paycheck will be given only to you, unless you request that it be mailed, or authorize in writing another person to accept your check for you.

2-10. Direct Deposit

Fabrum Builders llc strongly encourages employees to use direct deposit. Authorization forms are available from Operations Manager.

2-11. Salary Advances

Fabrum Builders llc does not permit advances on paychecks or against accrued paid time off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.

2-12. Record Retention

The Company acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Company and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Operations Manager to inform them of a potential or actual litigation, external audit, investigation or similar proceeding involving the Company that may have an impact on record retention protocols.

Employment Benefits

3-1. Benefits Overview/Disclaimer

In addition to good working conditions and competitive pay, it is Fabrum Builders llc's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Fabrum Builders llc provides for you and your family. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from the Operations Manager. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Fabrum Builders llc (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Company intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If you have any questions regarding your benefits, please contact the Operations Manager.

3-2. Holidays

Full-time employees will be paid for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee will receive an additional vacation day at the option of the Company.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of the Company.

To be eligible for holiday pay, you must work your last scheduled day before the holiday and the first scheduled day after the holiday. Holiday pay does not count as "hours worked" for the purpose of calculating an employee's entitlement to overtime during the week in which the holiday occurs

3-3. Paid Time Off

We know how hard you work and recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking your paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Full-time employees accrue paid time off as follows:

During the first partial calendar year of employment and the first three full calendar years of employment, full-time employees accrue up to ten (10) days of paid time off per year. Paid time off is accrued on a pro-rata basis throughout the year.

From the fourth full calendar year to the seventh year of full-time employment, full-time employees accrue up to fifteen (15) days of paid time off per year. Paid time off continues to be accrued on a pro-rata basis throughout the year.

Thereafter, full-time employees accrue up to twenty (20) days of paid time off per year. Paid time off continues to be accrued on a pro-rata basis throughout the year.

The maximum paid time off entitlement for part-time employees is pro-rated based on hours worked. Paid time off should be taken during the year received, unless otherwise required by law. Accrued, unused paid time off will be carried over to the following calendar year. The maximum accrual of paid time off is based on years of employment.

If you wish to use 3 or more full days of paid time off consecutively, you must submit a request to your manager at least 2 weeks in advance of your requested time off. Similar notice should be provided for planned time off of shorter duration. Every effort will be made to grant your request, consistent with our operating schedule. However, if too many people request the same period of time off, the Company

reserves the right to choose who may take time off during that period. Individuals with the longest length of service generally will be given preference.

If you will be out of work due to illness or due any other emergency for which notice could not be provided, you must call in and notify your supervisor as early as possible, but at least by the start of your workday. If you call in sick for three (3) or more consecutive days, you may be required to provide your supervisor with a doctor's note on the day you return to work.

Paid time off may be used only in half-day increments.

Up to 10 days of accrued, unused paid time off is paid out upon separation, unless otherwise required by law.

Advanced but unaccrued paid time off will be deducted from your final paycheck, to the extent permitted by law.

3-4. Insurance Programs

Full-time employees may participate in the Company's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to the Operations Manager if you have any further questions

3-5. Long Term Disability

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the Company and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-6. Retirement Plan

Full-time employees are eligible to participate in the Company's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

Upon becoming eligible to participate in this plan, you will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to Operations Manager if you have any further questions.

3-7. Additional Benefits

Fabrum Builders llc also offers the following additional benefits to all full-time employees who have completed the introductory period:

Travel and Official Expense Reimbursement

Tuition Reimbursement (up to \$800.00 annually for (C, 2.0) or better only)

Company Sponsored Trade Seminar Attendance

3-8. Workers Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Failure to follow Company procedures may affect your ability to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-9. Jury Duty Leave

Fabrum Builders llc realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. You are expected, however, to provide the Company with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep management informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court. If the required absence presents a serious conflict for management, you may be asked to try to postpone your jury duty. Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which they perform any work for the Company.

3-10. Bereavement Leave

We know the death of a family member is a time when you wish to be with the rest of your family. If you are a full-time employee and you lose a close relative, you will be allowed paid time off of up to three days to assist in attending to your obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent or sibling. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. You must inform your Supervisor prior to commencing bereavement leave. In administering this policy, the Company may require verification of death.

Leaves of Absence

4-1. Personal Leave

If you are ineligible for any other Company leave of absence, Fabrum Builders llc, under certain circumstances, may grant you a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and you are not eligible for FMLA and CFRA, medical certification also must be submitted. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. Under unusual circumstances a personal leave may be extended if, prior to the end of your leave, you submit a written request for an extension to management and the request is granted. During your leave, you will not earn vacation, personal days or sick days. We will continue your health insurance coverage during your leave if you submit your share of the monthly premium payments to the Company in a timely manner, subject to the terms of the plan documents.

When you anticipate your return to work, please notify management of your expected return date. This notification should be made at least one week before the end of your leave. Upon completion of your personal leave of absence, the Company will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the Company, will be considered a voluntary resignation of your employment.

Personal leave runs concurrently with any Company-provided Short-Term Disability Leave of Absence.

4-2. Military Leave

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask management for further information about your eligibility for Military Leave.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away.

4-3. Family and Medical Leave

The Leave Policy - Colorado has not enacted a medical leave or pregnancy leave law that applies to employees in the private sector. Persons inquiring about medical or pregnancy leave should contact the U.S. Department of Labor at 866-487-9243, as the Family and Medical Leave Act of 1993 (FMLA) or other federal laws may apply. Questions regarding workers' compensation should be directed to the Colorado Division of Workers' Compensation at 303-318-8700. Under Federal law, you are eligible to take up to twelve (12) weeks of unpaid family/medical leave within any 12-month period and be restored to the same or an equivalent position upon your return from leave (subject to the terms of the Family and Medical Leave Act) provided you: (1) have worked for the Company for at least twelve (12) months, and for at least 1,250 hours in the last twelve (12) months; and (2) are employed at a worksite that has fifty (50) or more employees within seventy-five (75) miles.

Generally, the 12-month period, as the case may be, will be calculated on a rolling basis looking backwards from the date the requested leave is to commence.

Reasons for Leave - You may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption and in order to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter or parent with a serious health condition; (4) because of your own serious health condition which renders you unable to perform any of the essential functions of your position. In addition, if both spouses are employed by the Company, the combined leave cannot exceed the individual maximum, except that if the leave is for the employee's own serious illness or the serious illness of a child, then each spouse is entitled to the maximum leave provided.

Notice of Leave - If your need for family/medical leave is foreseeable, you generally must give the Company at least thirty (30) days prior written notice. If this is not possible, you must at least give notice as soon as practicable (within two (2) business days of learning of your need for leave). Failure to provide such notice may be grounds for delay of leave. Additionally, if you are planning a medical treatment you must consult with the Company first regarding the dates of such treatment. Where the need for leave is not foreseeable, you are expected to notify the Company within two (2) business days of learning of your need for leave, except in extraordinary circumstances. The Company has Request for Family/Medical Leave forms available from the Human Resources Department. You should use these forms when requesting leave. Medical Certification. If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider generally must supply appropriate medical certification. You may obtain Medical Certification Forms from the Human Resources Department. When you request leave, the Company will notify you of the requirement for medical certification and when it is due (at least fifteen (15) days after you request leave). If you provide at least thirty (30) days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

Fabrum Builders llc, at its expense, may require an examination by a second health care provider designated by the Company, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Company, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and

provide a final and binding opinion. The Company may require subsequent medical re-certification. Failure to provide requested certification within fifteen (15) days, if such is practicable, may result in delay of further leave until it is provided.

Reporting While on Leave - If you take leave because of your own serious health condition or to care for a covered relation, you must contact the Company on the first and third Tuesday of each month regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two (2) business days if feasible) if the dates of leave change or are extended or initially were unknown.

Leave Is Unpaid - Family/medical leave is unpaid leave, **although you may be eligible for short or long-term disability payments and or workers' compensation benefits under those insurance plans or policies.** If you are entitled to receive money from these sources, your leave will be considered "paid leave" for the period during which you receive that money. Under both Federal law, the substitution of paid leave time for unpaid leave time does not extend the 12-week or 16-week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your family/medical leave runs concurrently with other types of leave (i.e., paid vacation, state family leave laws, etc.). Those other leaves may provide for paid leave.

Medical and Other Benefits - Generally, during an approved family/medical leave, Fabrum Builders llc will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the Company will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than thirty (30) days late. If your payment is more than fifteen (15) days late, we will send you a letter to this effect. If we do not receive your payment within fifteen (15) days after the date of this letter, your coverage may cease. If you elect not to return to work for at least thirty (30) calendar days at the end of the leave period, you will be required to reimburse the Company for the cost of the health benefit premiums paid by the Company for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Intermittent and Reduced Schedule Leave - Generally, leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the Company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the Company may temporarily transfer you to an available alternative position which better accommodates your recurring leave and has equivalent pay and benefits.

Returning From Leave - If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification Forms from the Human Resources Department. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

No Work While on Leave - The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

General Standards of Conduct

5-1. WORKPLACE CONDUCT

Fabrum Builders llc endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Company property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Dishonesty.
5. Violation of safety rules and policies.
6. Violation of Fabrum Builders llc's Drug and Alcohol-Free Workplace Policy.
7. Fighting, threatening or disrupting the work of others or other violations of Fabrum Builders llc's Workplace Violence Policy.
8. Insubordination or disobedience of a lawful management directive.
9. Use of foul or inappropriate language.
10. Loitering or loafing during work time, or leaving a work area without the permission of management.
11. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
12. Gambling on Company property.
13. Stopping work prior to the end of any shift without management's permission.
14. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.

15. Wasting work materials.
16. Performing work of a personal nature during working time.
17. Violation of the Solicitation and Distribution Policy.
18. Violation of Fabrum Builders llc's Harassment or Equal Employment Opportunity Policies.
19. Violation of the Communication and Computer Systems Policy.
20. Unsatisfactory job performance.
21. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Fabrum Builders llc reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Fabrum Builders llc will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality and Attendance

You were hired to perform an important function at Fabrum Builders llc. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your Supervisors. We expect excellent attendance from each of you. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than the start of your work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call or text, stating the nature of your illness and its expected duration, every day that you are absent.

Unreported absences of three consecutive work days generally will be considered a voluntary resignation of your employment with the Company.

5-3. Music and PLD's

Music is a unique way of communicating that can inspire and motivate. It gives an opportunity for personal expression and reflects our culture and society. Besides being a creative and enjoyable activity,

some employees and clients may find the noise of radios to be a nuisance and a stressful or dangerous distraction from their work. Music may be allowed at most office, shop, Project and Work locations and will be at the discretion of the Operations Manager as to tone, style, genre, and content. Foul or inappropriate language contained in some lyrics will be considered offensive and is not allowed. Please be respectful to your fellow employees and most importantly our clients in your choices. Volume levels must be kept location responsible and reasonable and never exceed 85 db.

Under the Health and Safety in Employment Act 1992 employers have a general duty to take all practicable steps to ensure the safety of employees while at work. Personal Listening Devices make it easy to bring one's music and entertainment to the workplace. Since the Company can easily identify a number of issues surrounding safety they are simply not allowed. These devices will not be allowed on your person during work time. Anyone found using a device will be asked to remove it from the premises.

5-4. Use of Communication and Computer Systems

Fabrum Builders llc's communication and computer systems are intended for business purposes and may be used only during working time. This includes the voice mail, cellular, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the systems.

Fabrum Builders llc may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

Further, Fabrum Builders llc may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

The Company may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Company's policies prohibiting harassment, in their entirety, apply to the use of the Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Since the Company's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations. Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited. No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-5. Inspections

Fabrum Builders llc reserves the right, at all times and without prior notice, to conduct searches and inspections. These inspections may be conducted during or after business hours and in the presence or absence of the employee. Inspections may occur when determining whether any Company policy has been violated, when promoting safety in the workplace or to ensure compliance with state or federal laws.

The Company reserves the right to question and search or inspect any employee or other individual entering onto or leaving the Company premises and/or Project and Work locations. The search and inspection may include any Company property such as vehicles, lockers, toolboxes, desks, cabinets, etc., along with packages or items that an individual may be carrying, including briefcases, backpacks, shopping bags, etc, and may also include any item brought onto Company property or Project and Work locations. These items are subject to inspection and search at any time, with or without prior notice.

The Company also requires individuals while on the job or on the Company's premises to submit to reasonable inspection of their personal property, vehicles and/or persons. An individual may also be requested to self-inspect his/her personal property or person by displaying the contents of any lunch box, handbag, pocket, etc., in the presence of the Project and Work location or local law enforcement agent. The Company will not tolerate anyone's refusal to cooperate with a search or inspection. Employees who refuse to participate in a search or inspection may be subject to disciplinary action up to and including discharge

5-6. Smoking

Smoking in the presence of some clients and co-workers may be considered offensive, therefore we expect that employees who smoke will exercise good judgment as to when and where they smoke. Smoking is prohibited in all Company buildings, Company vehicles, and on Project and Work locations. Smoking must be confined to designated outdoor areas and cigarettes must be properly disposed of in ash receptacles. Of course, smoking is prohibited in all areas where paint and flammable materials are present.

5-7. Personal Visits and Telephone Calls or Texts

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls and texting be kept to a minimum, and only be made or received after working time, or during lunch or break time. For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

5-8. Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged, or should be engaged, in performing his/her work tasks for Fabrum Builders llc. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Company is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

5-9. Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board. Make it a practice to review it frequently. This will assist you in keeping up with what is current at Fabrum Builders llc. To avoid confusion, please do not post or remove any material from the bulletin board.

5-10. Confidential Company Information

During the course of work, an employee may become aware of confidential information about Fabrum Builders llc's business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers, and knowledge, skills and abilities of personnel. An employee also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-11. Conflict of Interest and Business Ethics

It is Fabrum Builders llc's policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

. 1 Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization.

. 2 Holding any interest in an organization that competes with the Company.

. 3 Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company.

. 4 Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

5-12. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge. Depending on the circumstances, you may or may not be required to replace the item

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

5-13. Health and Safety

Safety is everyone's responsibility. Remember: SAFETY FIRST

Emergencies - Call 911 for fire or medical emergencies. In the case of an emergency it is always better to error on the side of caution, so if you are unsure, call 911 first and then immediately contact your Supervisor or the Project and Work location.

The health and safety of employees and others on Company property are of critical concern to Fabrum Builders llc. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

All employees are required to attend and participate in weekly safety meeting, check with your supervisor as to schedule. Failure to attend can result in discipline, up to and including discharge

5-14. Hiring Relatives / Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Fabrum Builders llc may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms

or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-15. Employee Dress and Personal Appearance

We expect all employees to present a neat, well-groomed appearance and a courteous disposition. We feel these qualities go further than any other factors in making a favorable impression on our clients and co-workers. Shirts and pants must always be clean, and in good condition. Shirts must be tucked in and belts worn. Appropriate shoes are like a piece of equipment and must always be worn. All Employees must keep their bodies and legs covered at all times while working at or on Company Projects or Work locations. No shorts or cut off pants will be allowed. Please avoid extremes in dress and behavior such as flashy, skimpy or revealing outfits and other non-business-like clothing as these are unacceptable. Long hair is permitted but for safety reasons must be secured back or up at all times. Facial hair is also permitted but must be neatly groomed and trimmed. If provided, Company uniforms, should always be kept in good, clean condition and must be worn at all times when on duty.

Personal Protective Equipment (PPE) - The appropriate PPE must be worn at all times. PPE is not a substitute for taking all appropriate safety measures. If you are unfamiliar or unsure what is appropriate for any given situation speak with your supervisor immediately.

Employees are expected to observe the Company's personal appearance and behavior policy at all times while at work. Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time off from work will generally be without pay.

5-16. Operation of Vehicles / Cellular Phones

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Fabrum Builders llc business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Company-owned or leased vehicles may be used only as authorized by management.

Cellular Phone Usage When Driving - Employees must refrain from using their phones while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call, text or email. If acceptance of a call is absolutely necessary while the employee is driving, the employee must use a hands-free option and advise the caller that he/she is unable to speak at

that time and will return the call shortly. **Under no circumstances** are you aloud to send or receive a texts or emails.

Employees who do not drive Company cars but use a cell phone for business use also must abide by the above regulations.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs. Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their phones while driving will be solely responsible for all liabilities that result from such actions.

5-17. Change Orders

Changes from the job plans and specifications may not be made to any job for any reason unless authorized in writing, by your Supervisor or the Project and Work location of Fabrum Builders llc. More often than not, a Supervisor will handle the details of any change order, however if you are approved to authorize a change order on a Project and Work location, you will be notified in advance. Change orders usually mean more work for you, and may ultimately mean more business for the Company. When handling change orders, keep in mind that Clients are the lifeblood of our business and should always be treated with respect and consideration.

5-18. Company Expenses and Reporting

Normally, Supervisors are the only employees authorized to make purchases on behalf of the Company. If you are required to make a Company purchase, you will be given a Company Credit Card or notified of Expense Reporting procedures. At no time should employees purchase materials or supplies without authorization from their Supervisor or the Operations Manager.

5-19. Company Keys and Property

Each Fabrum Builders llc employee to whom a key is given is responsible for proper use of that key and will be required to sign for it. A lost or misplaced key must be reported immediately to your Supervisor. Never duplicate or loan a key to anyone, for any reason. See your Supervisor if you need another key. Employees who take a leave of absence must turn in any keys, tools and/or other Company property prior to beginning their leave. At the end of your employment all keys, tools and/or other Company property must be turned in to the Operations Manager.

5-20. Client Property

It is very important that all employees do their part to ensure that Client property is not used, damaged or destroyed. Fabrum Builders llc has gone to great lengths to ensure that you have all the tools necessary to perform your duties in a proficient manner. At no time should you ever “borrow” or use anything belonging to a client this includes: tools, vacuum cleaners, ladders, radios, televisions, etc. If you find you need additional items to perform your job, contact your Supervisor.

5-21. Damage to Property

In order to better serve our clients and to make your job easier, we have made a tremendous investment in our building, vehicles and equipment. Deliberate or careless damage to Company, co-worker or client property will not be tolerated.

5-22. Energy Conservation

Every employee should be mindful that energy costs money. As you leave each day, turn off lights, computer screens, air conditioners, or any other equipment that consumes electricity or natural gas. Additionally, we ask that you conserve water.

5-23. Food and Beverages

All food and beverages must be consumed in the proper areas as designated by the Company. Check with your Supervisor to find the area. It is never acceptable to take food or drinks from an owner storage facility. The only exception is if a homeowner offers it to you. The Company requires full compliance with this policy.

5-24. Gambling

Gambling is prohibited on Company property and Project and Work locations.

5-25. Hazardous and Toxic Materials

If your job requires that you handle hazardous or toxic materials, you are expected to comply with all laws, rules and regulations concerning their safe handling and disposal. If you have any questions about the materials you work with, or the proper safety procedures to follow, please discuss them with your Supervisor.

If you find, or suspect you have found, any hazardous or toxic materials such as asbestos, lead based paint, PCB, etc., immediately notify your Supervisor and stop working. Your Supervisor will assess the situation and inform you if and/or when you should continue to work.

5-26. Housekeeping

Employees are responsible for maintaining Project and Work locations and work areas in a presentable and professional manner. At the close of each business day, ensure that all tools and equipment are clean and put away. All materials and supplies should be securely stored or removed from site. No tools or paperwork should be left out overnight. Employees may not litter or discard such items as cigarettes or wrappers on Company property or Project and Work locations. Remember that we want our clients to look upon us as a professional, neat organization.

Work areas must be maintained in a clean, healthy and orderly fashion to prevent unsafe conditions and potential accidents. Tools and equipment should be properly stored when not in use to prevent falls. If you observe conditions or equipment that are potentially dangerous, report them immediately to your Supervisor. It is each employee's responsibility to make sure his/her work area is clean and orderly at the completion of his/her scheduled work shift.

5-27. Project and Work location Procedures

Fabrum Builders llc has a detailed outline of Project and Work location Procedures that must be followed at every Project and Work location. You will be given this outline when assigned a location and will be expected to ask your Supervisor if you need assistance understanding any procedures. A violation of the set procedures may be grounds for disciplinary action, up to and including discharge.

5-28. Loans and Pay Advances

Experience in business teaches that loans to employees, or advances in pay, do not help an employee meet their financial obligations. At the same time, Fabrum Builders llc may be put in a very difficult and unpleasant position if we are required to collect a past due loan. For these reasons, it is our policy not to make loans or advances of pay to employees.

5-29. Moonlighting

Moonlighting for any Fabrum Builders llc client, past or present, is strictly prohibited and grounds for immediate discharge. At no time is it acceptable to use Company equipment, tools, materials or supplies for any project not contracted through Fabrum Builders llc. If it is determined that you have violated this policy you may be required to reimburse the Company for the cost of the materials and/or supplies AND also pay for the use of the Company equipment and tools. History has shown that moonlighting is never as productive as expected.

5-30. Off-Duty Social and Recreational Activities

During the year, the Company may sponsor social or recreational activities for its employees. Your attendance at such social activities is completely voluntary and is not work-related. Neither the Company, nor its insurer, will be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

5-31. Off-Duty Use of Company Facilities / Property

Employees are prohibited from being on the Company premises or Project and Work locations, or making use of Company tools, materials and supplies while not on duty. Employees are expressly prohibited from using Company vehicles, Company property, and Company equipment or tools for personal use.

5-32. Parking

Employees are required to park their vehicles in the specific designated areas. Employees are allowed to have only one vehicle on Company property or Project and Work locations at any given time. Storage for additional employee owned vehicles or recreational equipment is not available. The Company assumes no responsibility for damage to, or loss of, automobiles or other personal property. If you have any questions as to where you should park your vehicle, please ask your Supervisor.

5-33. Tools

Employees supplying their own tools are asked to secure them by keeping their toolboxes locked when not in use. Fabrum Builders llc's insurance may not cover the loss of your personal tools. Tools belonging to Fabrum Builders llc should be similarly secured when not in use. Fabrum Builders llc's tools are not to be removed from Company property or Project and Work locations under any circumstances.

5-34. Training

All requests for additional training will be taken into consideration on a case-by-case basis. In some instances, on-the-job training may be the answer and in others textbook education is the solution. In all instances Fabrum Builders llc and the employee must both benefit from the additional training. An employee's past performance, the cost of such training, along with other factors will determine approval or denial of a training request. All requests for training should be submitted in writing to the Operations Manager.

5-35. Unauthorized Interviews

As a means of protecting you and the Company, unauthorized interviews are not permitted to be conducted by individuals representing themselves as attorneys, investigators, reporters, or someone who simply wants to "ask a few questions." If you are asked questions about the Company or its current or former employees, you are to refer that individual to your Supervisor. A decision will be made as to whether that individual may conduct an interview, and your Supervisor will introduce them to you with an explanation for the questioning. Similarly, if you are aware that an unauthorized interview is occurring, immediately notify your Supervisor or the Project and Work location.

5-36. Business Expenses Reimbursement

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor, and may include air travel, hotels, motels, meals, car fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to Operations Manager along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your Supervisor in advance if you have any questions about whether an expense will be reimbursed.

5-37. Language

For Project and Work location safety and communication with clients, subcontractors, suppliers and fellow employees all employees must speak English. We realize that not all employees speak English as their first language. The Company will pay for and allow paid time off to attend educational classes.

All newly hired and existing employees will be required to attend classes within three (3) months or earliest enrollment following their hire date.

It is our hope that Project and Work locations will become safer and more efficient. A violation of the set procedures may be grounds for disciplinary action, up to and including discharge.

5-38. References

Fabrum Builders llc will respond to reference requests through the Human Resources Department. The Company will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Dept.

Only the Human Resources Department may provide references.

5-39. If you Must Leave

Should you decide to leave the Company, we ask that you provide your Supervisor with at least 1 week advance notice of your departure. Your thoughtfulness will be appreciated. All Company property including, but not limited to, keys, security cards, parking passes, laptop computers, tools, uniforms, etc. must be returned at separation. Employees also must return all of the Company's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Company (through payroll deduction, if lawful) for any lost or damaged Company property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-40. Exit Interview

Employees who resign are requested to participate in an exit interview with Human Resources, if possible.

In Summary

This Handbook outlines the benefits, practices, and policies of the Company in effect at the time of publication. You should keep this Handbook as a guide and ready reference. If you have questions about information contained herein, please do not hesitate to discuss them with your Supervisor. Your Supervisor is a very important source of information, and will be more than happy to assist you.